

Certificate III in Business

BSB30115

CHOOSE THE BUSINESS SKILLS YOU NEED TO START YOUR CAREER IN BUSINESS

The Certificate III in Business will ensure that you develop key business skills in customer service and workplace safety, and then provides the flexibility to allow you to choose electives that suit your specific needs. Elective options include business writing, time management, purchasing and many office computer applications such as word processing and spreadsheets.

Stand Out in the World of Business

By selecting the subjects that best suit you, the Certificate III in Business will allow specific needs to be met. And with the help from our experienced Student Advisers, you will be able to learn new skills and gain the practical knowledge you need to succeed in any office and business role.

Subject Choices 3-5 Electives are required (depending on subjects chosen)

- Work Roles and Priorities
- Critical Service Skills
- Contribute to WHS
- Business Writing Basics (E)
- Word Processing - An Introduction (E)
- PowerPoint Presentations (E)
- Digital Communication & Appointments (E)
- Keyboarding and Business Technology (E)
- Purchase Business Resources (E)
- Leadership - An Introduction (E)
- Manage Online Transactions (E)
- More electives available

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business](#) page.